

FMMI Impact on IPAC Billing When Processing SF-182s To Federal Vendors (e.g. OPM, GSA, etc.)

The IPAC system is used to process bills for Federal Government agency vendors, therefore, when the training vendor is a Federal Government agency, pertinent information is needed in Section C.4. of the SF-182 for IPAC identification purposes.

The FMMI system assigns a "Purchase Order" number as an identifier code for the vendor. This PO number is matched in the IPAC system to identify the Federal agency vendor.

How to obtain the FMMI Purchase Order number (PO):

Complete SF-182 in AgLearn and obtain all required signatures.

Print approved copy of SF-182 and forward to [ARSOPS](mailto:ARSOPS@nfc.usda.gov) via email address:

ARSOPS@nfc.usda.gov.

[ARSOPS](mailto:ARSOPS@nfc.usda.gov) processes SF-182 and generates a FMMI PO number.

[ARSOPS](mailto:ARSOPS@nfc.usda.gov) emails agency (sender of the document) the FMMI PO number.

Agency places the FMMI PO number in block C.4. of the SF-182 and forwards to Federal vendor. (OPM, GSA, etc.)

Note: The FMMI PO number "must" be the first number listed in block C.4. of the SF-182. DO NOT PUT THE LETTERS "PO", JUST ENTER THE NUMBER.

FMMI system will process without manual intervention.

Section C of the SF-182 will contain the following:

Block C.1.

Tuition,

Books or Materials,

Total,

Appropriation Fund

Block C.2.

Travel amount,

Per Diem amount,

Total,

Appropriation Fund

Block C.4.

FMMI Purchase Order number

Agency document tracking number

FMMI vendor code

Note: If the training is with OPM, the OPM vendor code to use is always 1300000604.

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Block C.5.

8-Digit Station Symbol: (ARS) 12-40-0300, (ERS) 12-40-1800, (NASS) 12-40-2000, (NIFA) 12-40-2200

Block C.6.

Appropriate Billing Address

Sample

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$3450.00	1010305001	a. Travel	\$225.00	1010305001
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$3450.00		c. Total	\$225.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
4312345678, Doc #1-0305-0042, FMMI Vendor Code: 1300000604					
C.5. 8-Digit Station Symbol					
12-40-0300					

OPM/MDC Courses Only:

Forward the completed SF-182 and registration form for OPM/MDC courses to the Employee and Leadership Development Office, Attn: Maggie Franklin, 5601 Sunnyside Ave Rm 3-1124 B, Beltsville, MD 20705; Fax: 301-504-4435; or Email maggie.franklin@ars.usda.gov.